



## PERSONNEL COMMISSION

**Class Code: 5137**  
**Salary Range: 24 (C1)**

### BEHAVIOR INTERVENTION AND COACHING SPECIALIST

#### JOB SUMMARY

Under general supervision, serve as a member of the District's Behavior Intervention and Coaching Team (BIC); participate in the development and implementation of behavior intervention plans; provide training to staff regarding the use of non-violent crisis intervention techniques and behavior intervention techniques; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Serve as a member of the District's Behavior Intervention and Coaching Team (BIC); attend a variety of meetings, workshops and trainings to maintain current knowledge of developments in the field of behavioral intervention. **E**
- Receive referrals from school sites regarding students with behavioral concerns; observe and prepare reports regarding student behavior; recommend positive behavior strategies and ongoing support plans; serve on Student Success Teams as requested by school site personnel. **E**
- Confer with teachers, administrators and other District staff to develop effective behavior intervention plans and behavior contracts for individual students; assure plans and contracts reward performance of desired behaviors and completion of tasks with tangible or external reinforcement. **E**
- Conduct follow-up observations of student interactions and learning environments; assist classroom teachers to assess the effectiveness of behavior support systems to promote student success; provide feedback to teachers and administrators. **E**
- Prepare and maintain detailed case records, notes and reports related to assigned students and activities; monitor status of referrals from school sites; maintain confidentiality of sensitive and privileged information. **E**
- Provide training to staff regarding the use of non-violent crisis intervention and behavior intervention techniques; participate in the development of training materials; arrange for catering, equipment and materials for trainings. **E**
- Participate in the Individual Education Plan (IEP) process; attend IEP meetings as requested; provide recommendations and develop IEP goals related to behavior issues. **E**

- Participate in the development of District policy regarding behavior intervention plans, physical restraint procedures and related forms and reports. ***E***
- Meet with groups of identified at-risk students at school sites; confer with parents and conduct parent education trainings related to behavioral and discipline issues. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Behavior Intervention and Coaching Specialist serves as a member of the District's Behavior Intervention and Coaching Team (BIC) and participates in the planning and delivery of non-violent crisis intervention training services for District personnel. An incumbent receives referrals from school sites related to student behavioral concerns and confers with school site personnel to develop and implement effective behavior intervention plans and behavior contracts.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Non-violent crisis intervention techniques and principles.  
Behavior intervention strategies and techniques.  
Basic Applied Behavior Analysis techniques and services.  
Classroom procedures and appropriate student conduct.  
Child guidance and adolescent development principles and practices.  
Issues and concerns of students with special needs.  
Record-keeping and report preparation techniques.  
Applicable laws, codes, policies and regulations related to assigned activities.  
Public speaking techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

#### **Ability to:**

Observe and report progress regarding student behavior.  
Develop effective behavior intervention plans and behavior contracts for students.  
Understand and relate to students with special needs.

Provide training to staff regarding the use of non-violent crisis intervention and behavior intervention techniques.

Prepare and maintain detailed case records, notes and reports related to assigned students and activities.

Work independently with little direction.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.

Maintain confidentiality of sensitive and privileged information.

Prioritize and schedule work.

Prepare and present oral presentations.

Analyze situations accurately and adopt an effective course of action.

Drive a vehicle to conduct work.

Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from high school supplemented by college-level coursework in education, child development, psychology or a related field. A bachelor's degree in one of these fields is highly desirable.

**Experience:**

Three years of experience working with students with behavioral challenges including some experience conducting non-violent crisis intervention training for adults.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require possession of a senior-level instructor certificate from the Crisis Prevention Institute. Instructor-level certification in a similar program such as Management of Assaultive Behavior (MAB) or Professional Assault Crisis Training (Pro-ACT) will also meet this requirement.

Positions in this classification require possession of a valid California Class C Driver's license and the use of a personal automobile.

**WORKING ENVIRONMENT**

Office and school site environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make oral presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/11/2008  
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